

## FDSA Procedures for Death Certificate Orders

Following please find a description of the procedures for handling requests for death certificates through FDSA.

Description	When Must be Received in FDSA Office	When Likely to be Received by Funeral Director
Death Certificate Orders	<b>Tuesday, noon</b>	4-6 weeks from the day processed <sup>1</sup>

<sup>1</sup> Time of receipt is dependent upon how quickly FDSA receives the order from the appropriate governmental body.

### Death Certificate Orders

Death certificate orders are processed once a week on Tuesdays. Any properly documented death certificate request received in the office on or before noon on Tuesday will be included in the week's order. At the present time, it is important to note that FDSA orders to the city of Chicago and the county are taking anywhere from 4-6 weeks to fulfill.

Effective March 2006, the FDSA Board of Directors has instituted a new policy for ordering death certificates. The new policy requires that:

- (1) all certificate orders must use the form enclosed in this newsletter for *each* individual order - you can download more forms at [www.fdsachicago.com](http://www.fdsachicago.com) or contact the office and we can fax/mail/e-mail one to you. (Feel free to make copies.);
- (2) all orders must be pre-paid with checks received in-house before they are included in the weekly order;
- (3) there will be a \$15 service charge for non-member orders; and
- (4) once an order is placed, it cannot be cancelled.

**Properly Documented Requests Include:** (1) a completed form as described above, which includes the requestor's name; the decedent's name; social security number; date of death; city of death; number of copies; and file number (if applicable); and (2) prepayment.